



Community Engagement Program Per Diem Assistant

Wanted: An individual who is energetic, hands-on, organized, loves to engage with others, and is passionate about Hands On Hartford's mission of strengthening community in Hartford.

Why work at Hands On Hartford: Located in the vibrant Parkville neighborhood of Hartford in partnership with others, Hands On Hartford strengthens community by responding faithfully to people in need through programs that change lives and renew human possibility. We're a 53-year-old nonprofit that values diversity, team work, and takes a strength based, collaborative approach to all we do. We love to work with volunteers to "put our hands on Hartford" by serving neighbors in need in collaboration with other individuals and groups.

When: Part Time – As Needed (10-15 hours a week, with some weeks more and some weeks less)

Pay: Range \$16-19 per hour. This is an hourly position

As the Community Engagement Per Diem Assistant: you will work with the Community Engagement Team to plan and implement volunteer projects both on-site and throughout the City of Hartford, on an as-needed basis. You will help structure projects, connect with leaders at off-site project locations, assemble project materials, orient and lead volunteers, and facilitate service-learning reflections.

Qualifications:

- The ideal candidate will be personable, detail-oriented, flexible and have a positive disposition, with an interest in connecting with diverse groups of people and in community building.
- Ability problem-solve and work independently or as a part of a team.
- Ability to work some evenings, weekends and holidays.
- Knowledge and proficiency in using computer applications, including standard Windows applications.
- Valid driver's license, registered and insured vehicle required, along with the ability to lift and carry 40 lbs.

What we offer part-time employees:

1. Competitive pay
2. Dedicated, diverse, and friendly co-workers
3. Free on-site off-street parking

If this sounds like a position where you can use your skills and passion:

**Email letter of interest & resume to: Geoff Luxenberg, Community Engagement Manager
Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.**

Email: GLuxenberg@handsonhartford.org

Closing date: 8/22/22

AA/EOE